

**CHIEF, SHERIFF'S MEDICAL RECORDS SERVICES**

**DEFINITION:**

Under direction to establish, supervise and evaluate the implementation of policies and procedures for the direction and operation of medical records services in the Sheriff's Detention Medical Services, and to perform related work as assigned.

**DISTINGUISHING CHARACTERISTICS:**

This is a one position class in the Sheriff's Department. The Chief, Sheriff's Medical Records Services provides professional technical expertise and consultation to all Sheriff's detention facilities for the medical records functions and provides assistance to Medical Administrator of Sheriff's Detention Medical Services in evaluating and guiding the level of maintenance of medical records.

**EXAMPLES OF DUTIES:**

Participate in formation of institutional policies, rules and regulations regarding the content of the medical record; monitor compliance with policies and report through proper administrative channels; conduct educational programs to explain record documentation, data reporting, and reimbursement with clinical and facility personnel; establish and maintain control procedures to ensure accuracy, completeness, and consistency of data collection; monitor progress of data collection; organize health care data for presentation to regulatory bodies; develop and implement policies and procedures for protecting confidentiality, and for the retention and retrieval of medical records; provide Medical Administrator and Asst. Medical Administrator with reports and findings on the implementation and progress of the medical record system; interpret and disseminate information on new and revised rules and requirements of regulatory bodies with regard to medical records; and design and implement a quality assurance program for medical records.

**MINIMUM QUALIFICATIONS:**

**Thorough Knowledge of:**

- Techniques and methods involved in analyzing and recording medical information.
- Medical and psychiatric terminology and DSM IV classification.
- Applicable federal, state, local and regulatory agency rules, regulations and standards.
- Coding and abstracting using an ICD-9CM coding system.
- Principles, practices and legal implications of medical records keeping.
- Confidentiality and patients' rights and regulations.
- Principles and practices of supervision and training.
- Quality assurance standards.

**General Knowledge of:**

- Automated information system and computer applications.
- General Management System in principle and in practice.

**Skills and Ability to:**

- Interpret and communicate policies, procedures, standards and regulations effectively, orally and in writing.
- Identify, define, develop and implement solutions to problems related to medical records regulations, standards, process or procedures.
- Train medical records staff.
- Establish and maintain effective working relationships with detentions and administrative staff, and other personnel within the Sheriff's Detention Medical Services and externally that are essential to the efficient and cooperative operation of a medical records program.

**EDUCATION/EXPERIENCE:**

Education, training, and/or experience which would likely demonstrate the knowledge and/or skills stated above. An example of such education and experience is: Completion of a prescribed program in medical records administration, supplemented by four years of progressively responsible management experience in medical records administration in a position requiring certification as a Registered Records Administrator.

**SPECIAL NOTES, LICENSES, OR REQUIREMENTS:****License:**

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their own personal vehicle.

**Certification:**

Requires possession of a valid certificate as a Registered Records Administrator issued by the American Medical Records Association.

**Background Investigation:**

Applicants must have a reputation for honesty and trustworthiness. Convictions, depending on the type, number, and frequency, may be disqualifying. Prior to appointment, candidates will be subject to a background investigation which will include a polygraph examination.

**Probationary Period:**

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).